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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of September, 2022 were approved by the Mason Transit Authority Board, by motion, on this 18th day of October, 2022.

DocuSigned by:
Sandy Tarzwell
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Sandy Tarzwell, Chair

John Campbell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
Randy Neatherlin
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Randy Neatherlin, Authority Member

DocuSigned by:
Eric Onisko
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Eric Onisko, Authority Member

DocuSigned by:
John Sheridan
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John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 10/31/2022

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Mason Transit Authority
Minutes of the Regular Board Meeting
September 20, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:02 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**

Authority Voting Board Members Present Virtually via WebEx: John Campbell, Vice Chair; Cyndy Brehmeyer, Randy Neatherlin (in listen-only mode) and John Sheridan.

Authority Voting Board Member Present in Person: Sandy Tarzwell, Chair, Wes Martin, and Sharon Trask. *Quorum met*.

Authority Voting Board Member Not Present: Mayor Eric Onisko and Kevin Shutty.

Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; and Jason Rowe, Operations Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

MTA Staff present via WebEx: LeeAnn McNulty.

Others Present: Robert Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – *No members of the public attended in person or virtually.*

4. **APPROVAL OF AGENDA**

Amy Asher, General Manager, requested the following amendments to the agenda:

- *5B date of check approval range shall be amended: August 10-September 15, 2022;*
- *6C description shall be amended to read as "Update to Section 1-2 and Section 4-2 of Employee Handbook"; and*
- *6G description shall be amended to read as "Requesting Additional Spending Authority".*

Moved that the agenda for the September 20, 2022 Mason Transit Authority (MTA) regular board meeting be approved, as amended. **Martin/Trask. Motion carried.**

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5. CONSENT AGENDA

Moved to approve Consent Agenda items A through C as follows:

A. Minutes of the MTA regular Board meeting of August 16, 2022.
B. Payments of August 10 through September 15, 2022 financial obligations on checks#36685 through 36787, as presented for a total of $852,459.16.
C. Surplus of Equipment (Resolution No. 2022-11).

Sheridan/Trask. Motion carried.

6. ACTION ITEMS – UNFINISHED BUSINESS [None].

ACTION ITEMS - NEW BUSINESS:

A. **Update MTA Sick Leave Policy (POL-310**). Ms. Asher indicated to the Board that this change was made to bring the policy in alignment with the previously approved Employee Handbook so that the policy now replaces employees forfeiting any unused, accrued MTASL with the previously approved cash-out rate. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2022-12 that approves the revised Mason Transit Authority Sick Leave Policy (POL-310). **Trask/Sheridan. Motion carried.**

B. **Update to WA Paid Family & Medical Leave Policy (POL-311)**. Ms. Asher shared with the Board that this update to the policy provides that when an employee uses Washington Paid Family and Medical Leave, the employee is required to properly file a claim for the corresponding day of leave with the Washington Employment Security Department and that MTA reserves the right to require employee confirmation of filing. She also indicated that the update was approved by the Policy Review Committee, Summit Law and MTA's Legal Counsel. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2022-13 that approves the revised Washington Paid Family & Medical Leave Policy (POL-311). **Sheridan/Campbell. Motion carried.**

C. **Update to Employee Handbook.** Ms. Asher reported that the Employee Handbook was being revised to include an update to the legal standard relating to religious accommodations in Section 1-2; as well as incorporating the change just approved by the Board in 6B above. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-14 that approves the updated Mason Transit Employee Handbook dated September 20, 2022. **Martin/Trask. Motion carried.**

D. **Belfair Right-of-Way Ownership Transfer.** Ms. Asher provided an overview relating to the dedication of the portion of Log Yard Road to be transferred from MTA to the Mason County road system. Ms. Asher also indicated that she had been in contact with Mason County staff to relating to the details necessary, such as naming the road. A name was proposed and it was agreed to table any action on the road naming to another date. Ms. Asher indicated she was seeking authorization to carry out the authorization. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-15 to provide MTA's General Manager with authorization to provide right-of-way ownership transfer of the frontage road of the extended Log Yard Road to the Mason County road system. **Sheridan/Campbell. Motion carried.**

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E. **Green Transportation Planning Grant Agreement PTD0568.** Ms. Asher reported that MTA had been awarded the WSDOT Green Transportation Grant relating to a Fleet Transition Plan based on the application that she had submitted and which the Board had previously approved. MTA was awarded $80,000 of grant funding with $20,000 of MTA local funds. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-16 and the attached Green Transportation Planning Grant Agreement PTD0568 between WSDOT and MTA. **Sheridan/Martin. Motion carried.**

F. **Request to Grant Exception to Leasing Policy (POL-800).** Ms. Asher described to the Board that the lease of the Radich Building by United Way of Mason County will be expiring on October 1, 2022. As United Way was looking for space, they were in discussion with another MTA lessee, Family Education and Support Services (FESS). FESS indicated that they do not require the spaces 103 and 104 at the Johns Prairie facility and, given that they provide similar services and have similar privacy needs, it would be a beneficial opportunity for both. Ms. Asher also confirmed the amount of traffic that would increase with United Way and was told that it would be minimal. Ms. Asher's concern was that the parking lot for staff would not be impacted as space available is tight at times. MTA's Administrative Services Manager, LeeAnn McNulty, recommended a new lease for United Way. Ms. Asher recommends that the new United Way lease be on an identical timeline as FESS, so that both leases expire on the same date. Ms. Asher has indicated to both FESS and United Way that she wants to have the Administration team back in its original space for various reasons. Additionally, given the green transportation planning, the entire footprint of the MTA property is being evaluated for possible future fleet transition. **Moved** that the Mason Transit Authority Board approve an exception to MTA's Lease Policy (POL-800) to allow FESS to reduce leasing office space numbers 103 and 104 and allow current lessee UWMC to move its location from the Radich Building to the two office spaces vacated by FESS. **Sheridan/Campbell. Motion carried.**

G. **Bus Procurement Additional Spending Authority.** Since the Board packet distribution on Friday, Ms. Asher had received two quotes relating to the six cutaways purchase. Following review of the vehicles with the operating and maintenance staff, the vendor that was chosen provided the lowest price increase and lowest priced vehicle that will meet MTA's needs and maintain MTA's existing grant agreement with WSDOT. Although the lowest cost, it is still an additional $35,000 per cutaway vehicle over the original estimate before tax. Staff is requesting an additional $285,724 in local matching funds to cover the project cost increase. Ms. Asher indicated that the project cost will carry forward into the 2023 budget and that MTA does not anticipate receiving the vehicles until 2024. She referred to the table in the agenda page as a comparison from original estimates to September 2022 actual amounts.

There were further discussions regarding the many and various avenues that Ms. Asher explored from local, state and federal levels in connection with the purchase of the cutaways, as well as the desire to meet the State of Good Repair requirements. She also shared that this is a nationwide issue for transit agencies and that she had contacted U.S. Congressman Derek Kilmer to explain the predicament that transit agencies are in with regard to the costs of purchasing cutaways and continuing to provide service to the public.

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Moved to approve an additional $285,724 in local grant matching funds to cover the project cost increases. **Trask/Martin. Motion carried.**

7. **STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

Financial:

- Ms. Asher praised the work of LeeAnn McNulty and the Finance team for the clean lease audit. Additionally, she shared that this would be Ms. McNulty's last meeting as she is leaving MTA to work for Pierce Transit.

Operations:

- Ms. Asher highlighted the new additional service to begin on October 10.
- Operations is assisting school districts with transportation.
- Ms. Asher shared information on Disability Right's Washington's Week Without Driving campaign and encouraged all to use public transit.

Facilities & Fleet:

- Ms. Asher shared that she, Paul Bolte and Jenna Reboin from the Finance team attended the State transit conference. Ms. Asher and Mr. Bolte were able to learn more about alternative vehicle energy which is helpful with MTA receiving the Green Transportation grant. Also beneficial for Ms. Reboin as she could network and meet with DOT contacts.
- The new bus just arrived and once other details are taken care of relating to the vehicle, pictures will be taken and uploaded to MTA's website and social media.

8. **COMMENTS BY BOARD:**
    - MTA's Board Chair expressed her heartfelt thank you to Ms. McNulty for all her hardwork and being such a big part of the organization. She is excited for Ms. McNulty and sad for MTA.
    - Board member Trask indicated that Ms. McNulty was instrumental in helping her to understand financial reports.
    - Board member Campbell inquired as the Belfair Park and Ride building plaque and that he would be happy to help with any wordsmithing.
    - Board member Neatherlin expressed his confidence in Ms. McNulty's work, that he can't thank her enough for her diligent work and that Pierce Transit is lucky to have her.
    - Board Member Sheridan stated that Ms. McNulty went above and beyond and Godspeed to her.

Moved that the meeting be adjourned.

9. **ADJOURNED** 5:20 PM

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UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
October 18, 2022 at 4:00 PM
Note Location Below

On-line via WebEx and in person at the
MTA Belfair Park and Ride
25250 NE State Route 3
Belfair